



OFFICE OF THE DIRECTOR LOGISTICS AND DISPOSAL MANAGEMENT

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INTERNAL MEMORANDUM

TO : ALL DDGS

ALL CHIEF DIRECTORS

ALL DISTRICT DIRECTOR

ALL STAFF MEMBERS

FROM : ACTING DIRECTOR: LOGISTICS & DISPOSAL MANAGEMENT

SUBJECT : PHASE 2 LAPTOP DISTRIBUTION

DATE : 10 SEPTEMBER 2024

This memo serves to give clarification and an update on the laptop distribution that is presently ongoing.

The asset management unit is currently busy with distribution of laptops to all middle managers and professional officials in the head office and district offices.

Due to financial constraints, the asset management unit has explored a phased strategy that will allow the distribution of computers to happen in phases depending on the availability of funds.

The rolled out is as follows:

Completed - Phase 1 (2023/24 FY): 120 Laptops have been procured and distributed :80 Laptops (Senior Managers (HOD, CFO, DDG's Chief Directors, Directors, MEC support staff Officials), and 40 (district middle managers).

Currently underway Phase 2 (2024/25 FY): 311 Laptops procured for Head office and District Middle managers, new appointments Senior managers and Middle managers

Planned Phase 3 (2025/26 FY): all levels below Salary level 9 at Head Office and District Offices

Although the department has a critical need for working tools and has outlined a distribution strategy, it should be noted that budgetary constraints have prevented

Laptop distribution

the department from purchasing laptops at once thus a staggered approach has been implemented.

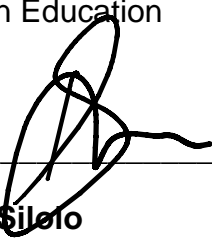
The asset management unit has utilized the available budget, with additional laptops purchased as funds become available.

While this process is continuing, and to allow the asset management team to manage it appropriately, it should be noted that asset management will not approve any laptop requests or submissions for laptop procurement. All laptop purchase will be handled by the Asset Management Office.

Considering the foregoing, we request your understanding and patience to run this process smoothly and with ease.

Your co-operation in this regard will be highly appreciated.

Yours in Education



Ms. P. Silolo

A/DIRECTOR – LOGISTICS & DISPOSAL MANAGEMENT